

**JEFF PARK**

(b) (6)

**Objective**

A highly competent US Army veteran seeking a position as a contract specialist with GSA where I can utilize my contract and project management skills in support of GSA acquisition operations

**Work Experience**

**Captain. Mesa Airlines, United Express. Phoenix, AZ. HQ. June 2018 – Present.**

- Responsible for the safe and efficient operation of the aircraft and the safety of the passengers and the crew members throughout the United States, Mexico, and Canada
- Operate and manage complex aviation systems and aircrafts in day-to-day air transport operations
- Implement Crew Coordination and Resource Management to promote safe and efficient flights
- Comply with Federal Aviation Regulations, company regulations, and international aviation regulations
- Mentor First Officers on their flight performance and preparation for future captain duties

**Managing Partner/Service Manager. Assurance Fire Protection LLC. El Paso, TX. January 2015 – June 2018.**

- Managed operations of an 8a Small Business performing services and commodities contracts to Federal, state, and local government in the El Paso/Fort Bliss metropolitan area
- Performed various contract types such as cost, firm fixed price, and labor hours to fulfill customer requirements in the fire protection industry
- Conducted market research and analysis of customer requirements to provide the best value proposal and services
- Negotiated contract specifications and change orders with customers as well as subcontractors and vendors
- Negotiated contract specifications and change orders with customers and contractors
- Participated in review of bids, contractor negotiations, and technical discussions
- Oversaw project designs as per contract bid specification
- Managed the performance of all contracts to adhere to the scope, cost, and schedule as identified in the Work Breakdown Structure (WBS), Statement of Work (SOW) or Performance Work Statement (PWS) Develop budget projections for fire protection construction and service projects.
- Developed budget projections for fire protection construction and service projects
- Researched customer fire protection safety program requirements to propose, negotiate and acquire their service contracts
- Advised customers on fire protection technical knowledge to include: International Fire Codes, National Fire Protection Agency Guidelines, and Manufacturer product specification
- Demonstrated governing rules and regulations, correspondence formats, and program requirements to analyze the needs and effectiveness of their fire protection systems
- Provided compliance of city fire codes and manufacturer recommendations
- Integrated technical knowledge with customers fire protection needs
- Managed project finances to include pricing, reimbursable work authorizations, and project budget

- Maintained consistent communication and status reports to keep abreast all stakeholders on the progress of activities and schedule outlined in the contracts
- Supervised 9 fire protection licensed technicians on their daily duties to include: scheduling, technical job performance, train/advise technical knowledge, inspection reports, and billing
- Supervised 2 office personnel on their daily duties to include: accounts receivables, manage inventory, process inspection reports, customer database/records, sales summary

**RQ-23A UAV Mission Commander. Neany Inc. Yuma, AZ. August 2014 – January 2015.**

- Responsible for daily and scheduled missions to include launch and recovery duties
- Conduct mission planning, briefing, execution and debrief
- Conduct planning the route of flight, making flight computations, filing flight plans, and obtaining the proper clearances to fly in controlled airspace
- Coordinate Flight Plan with other Air Traffic Facilities
- Obtain advisory services for landing and departing during flight
- Checking and monitoring navigational aids, radar equipment, and radio systems for proper operations
- Analyze intelligence gathering and compile intelligence reports to higher echelon
- Cooperate with intelligence officers from wide variety of sources to develop mission critical intelligence to be delivered to different units
- Prepare reports, assessments, and materials for publications, statistical summaries and other material concerning program operations; Conduct daily intelligence briefings to higher up and units
- Provide forecasts of the level and types of activities that impact combat/mission communities

**UH-60 Pilot. U.S. Army. Ft. Bliss, TX. March 2006 – March 2014.**

- Overseas assignments: South Korean, Egypt, Israel, Germany, Afghanistan
- Coordinated and execute UH-60 air assault, MEDEVAC, NVG and VIP missions in combat and training during adverse weather condition
- Conducted planning the route of flight, making flight computations, filing flight plans, and obtaining the proper clearances to fly in controlled airspace
- Coordinated Flight Plan with other Air Traffic Facilities
- Obtained advisory services for landing and departing during flight
- Checking and monitoring navigational aids, radar equipment, and radio systems for proper operations
- Coordinated full spectrum aviation operation in support of US, NATO and International ground units
- Coordinated and conducted Border Patrol joint mission in Laredo, TX. June 2012
- Subject Matter Expert of Aviation Tactical threat analysis, counter measure, and Search & Rescue.
- Managed & Developed Army Aviation Safety Programs
- Cooperated with intelligence officers from wide variety of sources to develop mission critical intelligence to be delivered to different units
- Prepared reports, assessments, and materials for publications, statistical summaries and other material concerning program operations; Conduct daily intelligence briefings to higher up and units
- Provided forecasts of the level and types of activities that impact combat/mission communities
- Conducted and participated in the evaluation of safety programs, systems and methods and identify ways to improve the efficiency and effectiveness of these services at the local level
- Conducted research, analysis to develop reports with assessments of mission requirements that can be used to devise solutions to identified problem areas associated with unit safety program area

- Conducted monthly safety training and academic program
- Coordinated multinational Pre-Accident Plan Training
- Investigated all Safety related mishap cases through standard reports and procedure
- Composed safety volition investigation reports, accident reports, and performance evaluations
- Advised Commanders on all aviation safety prevention and matters
- Developed & Recommended Training Exercise between U.S. Aviation and S. Korean Infantry Brigade
- Coordinated Training and Mission Briefings between U.S. and Korean senior leaders
- Gathered and assembled various types of complex data and analysis to develop informational and decision type briefings; identify operational shortfalls, analyze solutions and write required documents

**Jamison Properties, Inc. Los Angeles, CA**

**Building Manager.** June 2003 - March 2006

- Managed 3 office buildings with over 300,000sqft
- Managed daily building operations and service contracts to include: tenant improvement construction, general repairs, elevator services, HVAC, utilities, plumbing, janitorial services, landscaping.
- Negotiated building operations and service contracts
- Managed over 200 tenant lease agreements, lease negotiations, rent collection
- Assisted and coordinate building acquisition
- Managed all accounts payables/receivables and reported profit/loss reports for budget projections

**Education**

Master of Science (2020): Accounting and Finance Management

Keller Graduate School of Management, Manhattan, NY

Bachelor of Science (2003): Professional Aeronautics and Aviation Safety

Embry-Riddle Aeronautical University, World-Wide, Daytona Beach, FL